☐ Original	☐ Amendment
------------	-------------

LEGISLATIVE RESOURCE CENTER

17 OCT 24 PM 3: 04

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with OF THE CLERK official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

	Free Free Free Free Free Free Free Free
1.	Name of Traveler: Jaclyn M. Cahan
2.	a. Name of accompanying relative: <u>or</u> None
	b. Relationship to Traveler: Spouse Child Other (specify):
3.	a. Dates of departure and return: Departure: Oct. 11, 2017 Return: Oct. 20, 2017
	b. Dates at personal expense (if any):
4.	Departure city: NYC Destination: Tel Aviv, Israel Return city: NYC
5.	Sponsor(s) (who paid for the trip): Foundation for Defense of Democracies
6.	Describe meetings and events attended: Meetings and site visits related to national security
7.	Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
	a. a completed Sponsor Post-Travel Disclosure Form;
	b. Enthe Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
	c. \B page 2 of the completed Traveler Form submitted by the employee; and
	d. the letter from the Committee on Ethics approving my participation on this trip.
8.	a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): □
	b. If not, explain: I did not participate in the counter-terrorism training exercise due to a hip injury
kno	ertify that the information contained on this form is true, complete, and correct to the best of my owledge. BNATURE OF TRAVELER: DATE: 10/24/2017
Spo	uthorized this travel in advance. I have determined that all of the expenses listed on the attached onsor Post-Travel Disclosure form were necessary and that the travel was in connection with the ployee's official duties and would not create the appearance that the employee is using public office private gain.
	ME OF SUPERVISING MEMBER: Stephanty DATE: 10/24/2017
SIC	GNATURE OF SUPERVISING MEMBER: VILLE PARAMETERS
Vers	ion date 2/2015 by Committee on Ethics

Original	☐ Amendment	
 Originai	ш лиенитен	

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1.	Sponsor(s) (who	paid for the trip)	: FOD					
2.	Travel Destinati	on(s): Sra	el					
3.	Date of Departu	re: Oct. [1,2017	Date of	Return: October 20,2017			
4.		veler(s):	<i>†</i>	140				
	(NOTE: You ma	ay list more than	one traveler on a	form only if <u>all</u>	information is identical for each person listed.)			
5.	Actual amount	of expenses paid	on behalf of, or r	eimbursed to, e	ach individual named in response to Question 4:			
		Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)			
	Traveler	\$1,800	\$2,100	\$1,450	\$800			
	Accompanying Relative	n/a	n/a	n/a	n/a			
6.		nnected to the tri		l costs incurred	and not a per diem or lump sum payment. (Signify			
• ·	I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.							
	Signature:							
	Name: Four	della for	How Wil	lian Mala	Hitle: COO			
	Organization:	Foundation	for the	. Releve	d Vencercies			
	I am an officer	of the above-nar	med organization	n (signify states	nent is true by checking box);			
	Address:	800 1	1 5+· 1	JW				
	V	Suite	2008	Washer	Ston DC 20036			
	Telephone num	ber:2	022076					
	Email Address:			d dano con c				
					idual if additional information is required.			
	If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.							

Version date 2/2013 by Committee on Ethics

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler:	Jaciyn M. Cahan
ma	NOTE: Willful or knowing misrepresentations on this form by be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.
best of my know	information contained on both pages of this form is true, complete, and correct to the ledge.
	natory (if other than traveler):
For staff, nar	ne of employing Member or committee: Stephen F. Lyn(n
Office address:	2268 Rayburn House Ofice Building Washington, DC 20519
Telephone numb	er: (202) 226 -1920
Email address of	contact person: Jaclyn. Cahan@mail. house. gov
appearance spe	if the sponsoring entity is a media outlet, the purpose of the trip is to make a media onsored by that entity, and these forms are being submitted to the Committee less than the trip departure date.
	complete all of the contact information fields above, as Committee staff may need to if additional information is required.

NO

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics 1015 Longworth House Office Building Washington, DC 20515 (202) 225-7103 (phone) (202) 225-7392 (fax)

Travel email: travel.requests@mail.house.gov

TRAVELER FORM

1.	Name of Traveler:)actyn M. Canan
2.	Sponsor(s) (who will be paying for the trip): Foundation for defense of
3.	Travel destination(s):
4.	a. Date of departure OCT 11, 2017 Date of return: OCT 20, 2017 b. Will you be extending the trip at your personal expense? □ Yes □No If yes, dates at personal expense:
5.	 a. Will you be accompanied by a relative at the sponsor's expense? Yes No b. If yes: (1) Name of accompanying relative:
	(2) Relationship to traveler: \square Spouse \square Child \square Other (specify):
	(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6.	a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? Yes No b. If yes, explain why the second night of lodging is warranted:
7.	Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: Yes No NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8.	Explain why participation in the trip is connected to the traveler's <u>individual</u> official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
	As Coursel for (engressman Lynch, my postfolic includes
	counter-threat finding and nonproliferation issues. This
	Hiperary is directly related to my perfectio.
9.	Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? \square Yes \square No
10.	FOR STAFF TRAVELERS: TO BE COMPLETED BY YOUR EMPLOYING MEMBER:
	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
	I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee it using public office for private gain. Date: 7 7 17
	Signature of Employing Member

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form <u>at least 30 days before the start date of the trip</u>. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1.	Sponsor (who will be paying for the trip): Foundation for Defense of Democracies
2.	I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box):
3.	 Check only one: I represent that: a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip or or b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds or or or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. If "c" is checked, list the names of the additional sponsors:
4.	Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
	Jaclyn Cahan, Rep Lynch: Mike Benitez, Defense Fellow, Sen. Mike Rounds; Matt Matis, Defense Fellow all work on Middle East issues and would benefit from visiting the region
5.	Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6.	Date of departure: October 11, 2017 Date of return: October 20, 2017
7.	a. City of departure: New York City (JFK airport)
	b. Destination(s): Tel Aviv, Israel
	c. City of return: New York City (JFK airport)
8.	I represent that (check one of the following):
	a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: \square <u>or</u>
	 b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: a or c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee's travel regulations.
9.	Check one of the following:
	a. I checked 8(a) or (b) above:
	 b. I checked 8(c) above but am not offering any lodging: c. I checked 8(c) above and am offering lodging and meals for one night:
	d. I checked 8(c) above and am offering lodging and meals for two nights: If "d" is checked, explain why the second night of lodging is warranted:

10.	Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box):
11.	 Check one: a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): □ b. N/A - trip sponsor is a U.S. institution of higher education. □
12.	For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip: FDD is responsible for both the organizing and conducting of the trip. FDD, believes Israel serves as a useful laboratory for teaching the next generation of U.S. leaders best practices in national security and counterterrrism.
13.	Answer parts a and b. Answer part c if necessary. a. Mode of travel: Air Rail Bus Car Other (Specify:)
	b. Class of travel: Coach ■ Business □ First □ Charter □ Other □ (Specify:) c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
14.	I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box):
15.	I represent that either (check one of the following): a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: • or b. The trip involves events that are arranged specifically with regard to congressional participation: If "b" is checked: 1) Detail the cost per day of meals (approximate cost may be provided):
	2) Provide reason for selecting the location of the event or trip:
16.	Name, nightly cost, and reasons for selecting each hotel or other lodging facility: Hotel name: Mamilla Hotel / Royal Beach Hotel City: Jerusalem / Tel Aviv Cost per night: \$200
	Reason(s) for selecting: Hotel name: Mitzpe Hayamim Clity: Golan Heights Cost per night: \$200 Reason(s) for selecting: Close proximity to meetings in Jerusalem and conference rooms on-site **Clity: Golan Heights Cost per night: **200 Close proximity to meetings in the North
	Hotel name: Beersheet City: Mitzpe Ramon Cost per night: \$200 Reason(s) for selecting: Close proximity to military bases in the south of Israel
	Reason(s) for selecting: Close proximity to military bases in the south of israel

17.	I represent that	t all expenses	connected to	the trip	will be	for actual	costs	incurred	and no	t a per	diem o	r lump
	sum payment.	(signify that the	he statement	is true by	v checkir	ig box):						

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

actual amounts good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$1,800	\$2,400	\$1,500
For each accompanying relative			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$800	Entrace fees, insurance, security
For each accompanying relative	0	

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check	one:
-----------	------

Email address:

- a. I certify that I am an officer of the organization listed below. \square or
- b. N/A sponsor is an individual or a U.S. institution of higher education. \square
- 20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

21.	I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.
	Signature:
	Name: William McCarthy
	Senior Vice President
	Organization: Foundation for Defense of Democracies
	Address: 1800 M Street NW, Washington D.C. 20036
	Telephone number: 202.207.0190
	Email address: bill@defenddemocracy.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics U.S. House of Representatives 1015 Longworth House Office Building Washington, DC 20515 (202) 225-7103 (phone) (202) 225-7392 (general fax)

Susan W. Brooks, Indiana Chairwoman Theodore E. Deutch, Florida Ranking Member

Patrick Meehan, Pennsylvania Trey Gowdy, South Carolina Kenny Marchant, Texas Leonard Lance, New Jersey

Yvette D. Clarke, New York Jared Polis, Colorado Anthony Brown, Maryland Steve Cohen, Tennessee



U.S. House of Representatives

COMMITTEE ON ETHICS

October 11, 2017

Thomas A. Rust Staff Director and Chief Counsel

Donna Herbert

Director of Administration

Megan Savage Chief of Staff and Counsel to the Chairwoman

Daniel J. Taylor Counsel to the Ranking Member

1015 Longworth House Office Building Washington, D.C. 20515–6328 Telephone: (202) 225–7103 Facsimile: (202) 225–7392

Ms. Jaclyn Cahan Office of the Honorable Stephen F. Lynch 2268 Rayburn House Office Building Washington, DC 20515

Dear Ms. Cahan:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Israel, scheduled for October 11 to 20, 2017, sponsored by the Foundation for the Defense of Democracies, with financial support from The Leona M. and Harry B. Helmsley Charitable Trust.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$390] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments filed with the Committee, and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

¹ We note that the U.S. Department of State (State Department) has issued a travel warning concerning travel to Israel, The West Bank and Gaza, available at https://travel.state.gov/content/passports/en/alertswarnings/israel-travel-warning.html. You may wish to contact the State Department regarding the safety of your proposed trip.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Susan W. Brooks Chairwoman

Theodore E. Deutch Ranking Member

SWB/TED:adw



National Security Fellows Trip to Israel

October 11-20, 2017 (Working Itinerary)

Wednesday, October 11

Time	Activity	
19:30	Group meets at New York JFK Airport's El Al ticket counter	
22:30	Depart JFK for TLV	

Thursday, October 12

Time	Activity
21:00	Welcome Dinner at Toro with Dana Weiss , anchor for Channel 2 News
Overnight	Mamilla Hotel Shlomo ha-Melekh St 11, Jerusalem +972 2-548-2222

Friday, October 13

Time	Activity
8:45-9:30	Overlook at Mount Scopus with Col. (res.) Miri Eisen, former intelligence officer and spokeswoman for Prime Minister Olmert
10:00-13:00	Tour of Yad Vashem with Jonathan Matthews
13:00-14:30	Lunch in Ein Karem
15:00-16:30	Visit Mount Herzl with Brig. Gen. Yakov Shaharabani , former head of Israeli Air Force Intelligence and Defense Attaché to the U.S.

17:00-18:30	Tour of the Old City and Kotel with Iftah Berman
20:00	Shabbat Dinner with Maj. Gen. (ret.) Amos Yadlin , executive director of INSS and former chief of IDF's Military Intelligence
Overnight	Mamilla Hotel Shlomo ha-Melekh St 11, Jerusalem +972 2 - 548-2222

Saturday, October 14

Time	Activity
9:00-10:00	Breakfast meeting with Khaled Abu Toameh , the West Bank and Gaza correspondent for <i>The Jerusalem Post</i>
11:30-12:30	Meeting with Mohammad Shtayyeh , minister of the Palestinian Economic Council for Development and Reconstruction
13:00-14:30	Lunch at Orjuwan Lounge
14:30-15:30	Meeting (<i>pending</i>) with Maj. Gen. Majed Faraj, head of Palestinian General Intelligence Services
16:00-17:00	Meeting with Saeb Erekat , secretary-general of the PLO and the former chief Palestinian negotiator
20:00	Dinner at Gabriel with Yoram Cohen , former head of Shin Bet
Overnight	Mamilla Hotel Shlomo ha-Melekh St 11, Jerusalem +972 2-548-2222

Sunday, October 15

Time	Activity
9:00-10:00	Tour and meeting at Mobileye
10:00-10:30	Tour and meeting at OrCam
12:00-13:00	Light lunch
13:00-15:00	Tour of the Northern border with Iftah
15:15-18:45	Counterterrorism Training Exercise with former Israeli Special Forces in the Golan Heights
21:00	Dinner at Mizpe Hayamim with former Israeli Special Forces

Overnight	Mizpe Hayamim Hotel
	P.O.B 27 Rosh Pina, 12000
	+972 4-699-4555
	77 - 1 - 77 1000

Monday, October 16

Time	Activity
9:30-10:30	Briefing on Syria with Lt. Col. (res.) Marco Moreno , former Northern Command and founder of Amalia
11:30-13:00	Meeting at Rafael Advanced Defense Systems Ltd.
13:30-15:00	Lunch
	Independent Dinner and Evening
Overnight	Royal Beach Hotel Ha-Yarkon St 19, Tel Aviv +972 3-740-5000

Tuesday, October 17

Time	Activity
9:00-9:30	Visit at Kirya Security Headquarters
9:30-10:30	Meeting with Lt. Col. Alon Paz , senior advisor of the IDF's Strategic Planning Division
10:45-11:45	Meeting with Brig. Gen. (ret.) Sima Vaknin , director general of the Ministry of Strategic Affairs
12:30-13:30	Meeting with Eviatar Matania , head of the National Cyber Bureau in the Prime Minister's Office
12:00-13:30	Lunch on Nahalat Binyamin
14:30-16:30	Meetings at the U.S. Embassy – Speakers TBD
18:30	Early Dinner at Claro with Hagai Tzuriel , director of Israel's Ministry of Intelligence
Overnight	Royal Beach Hotel Ha-Yarkon St 19, Tel Aviv +972 3-740-5000

Wednesday, October 18

Time	Activity
10:00-12:00	Visit Mitkan Adam IDF base and Special Training Simulation
12:30-13:30	Lunch
14:00-15:30	Vist Tel Nof Air Force Base
20:30	FDD Group Dinner at Beresheet Hotel
Overnight	Beresheet Hotel 1 Derekh Bereshit, Mitzpe Ramon +972 8-659-8000

Thursday, October 19

Time	Activity
10:30-12:30	Visit Erez Crossing
13:30-14:30	Lunch at Kfar Aza Kibbutz
15:00-16:00	Tour Kfar Aza with Chen Abrams , resident of Kfar Aza Kibbutz
16:30-17:00	Visit Iron Dome Battery
18:00-19:00	Debriefing Session with FDD Experts
19:00-21:00	Closing Dinner at Blue Rooster with Amb . Dan Shapiro , former Ambassador of the U.S. to Israel

Friday, October 20

Time	Activity	
00:45	Depart TLV for JFK	